

RE-POST

PREVIOUS APPLICANTS WILL BE CONSIDERED AND NEED NOT RE-APPLY

Opening Date:	February 6, 2009	Closing Date:	Open until filled
Job Title:	Local ADR Program Coordinator	Position Type:	Regular Full Time
PIN:	086613	FLSA Status:	Exempt
Location:	District 6, Montgomery County Rockville and Silver Spring, Maryland	Grade/Entry Salary:	J11 \$38,974 - \$46,418
		Financial Disclosure:	Yes

Regular state employees subject to promotion/demotion policy

Essential Functions: Provide administrative and coordination support for all District Court ADR programs within a particular District. Includes support for the District Court Day-of-Trial program; the pre-trial mediation programs; partnerships with Community Mediation Programs and law school clinical programs and the District Court ADR volunteers. The Local Program Coordinator would also be required to work closely with personnel in the District Court ADR Office in Annapolis as well as the Regional ADR Program Director and other Local Program Coordinators throughout the state. Will also act as a liaison to and work collaboratively with the local Administrative Judge, other judges, the Administrative Clerk, other local court personnel, court room clerks, bailiffs, as well as day-to-day contact with the District Court ADR volunteers. The Local Program Coordinator will also be the first line of communication with the general public on site in courthouses. Provides information and direction about mediation, settlement conferences, and other ADR services and programs on a daily basis. This will include person to person information dissemination for walk-in consumers, telephonic responses to questions, and e-mail communications. Works with the Regional ADR Program Directors to develop, implement, identify, improve, and expand ADR programs in the District Court of Maryland. This work includes assisting the local courts in identifying needs for programs, identifying training or staffing needs, and adjusting program procedures and forms. This also includes working with other court personnel to review their needs, goals, and concerns with regard to court ADR programs. Work with the District Court ADR Office's Quality Assurance (QA) Director to develop curricula for continuing skills building workshops and programs, identifying the needs for such programs, and making arrangements to schedule those programs. May be requested to conduct mediations for the Day-of-Trial program in that District as needed.

Education: Bachelor's Degree in Conflict Management or related field. Forty hour basic mediation training certificate in a model consistent with that proscribed in Title 17 of the Maryland Rules of Civil Procedure and some form(s) of advanced mediation training and/or additional ADR training are required.

Experience: Three years of mediation experience.

Preferred: Master's Degree in related field and experience in a legal setting is preferred.

Skills/Abilities: Must have proficient understanding of the mediation process. Knowledge and understanding of multiple types (frameworks) of mediation and of other forms of ADR. Knowledge and good familiarity with court and legal systems, court rules, and the legal profession. Knowledge of the budgetary process and procurement are also useful. Familiarity with Codes and Standards of Conduct for Mediators. Outstanding written and oral communication skills, both in person, via e-mail and telephonically; outstanding negotiation and diplomacy (interpersonal) skills; outstanding skills as a trainer/teacher, collaborative problem solving skills, group facilitation skills, and dynamic presentation skills. The ability to work with and communicate effectively with diverse stakeholders (such as judges, attorneys, courthouse personnel, and the general public), the ability to be a self-starter and to work as a member of a team or independently as the tasks warrant. Ability to set priorities and to manage and organize multiple projects simultaneously. and computer literacy, including word processing, spread sheets, and e-mail. Ability to perform all essential functions of the position.

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN NUMBER and LOCATION. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department does not accept faxes and will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files will not be accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States Citizens or eligible to work in the United States.